

How to View Overage Dependent Adhoc Report

Overview of the process of viewing Dependent Adhoc Reports.

1. Navigate to the REPORTS Section.

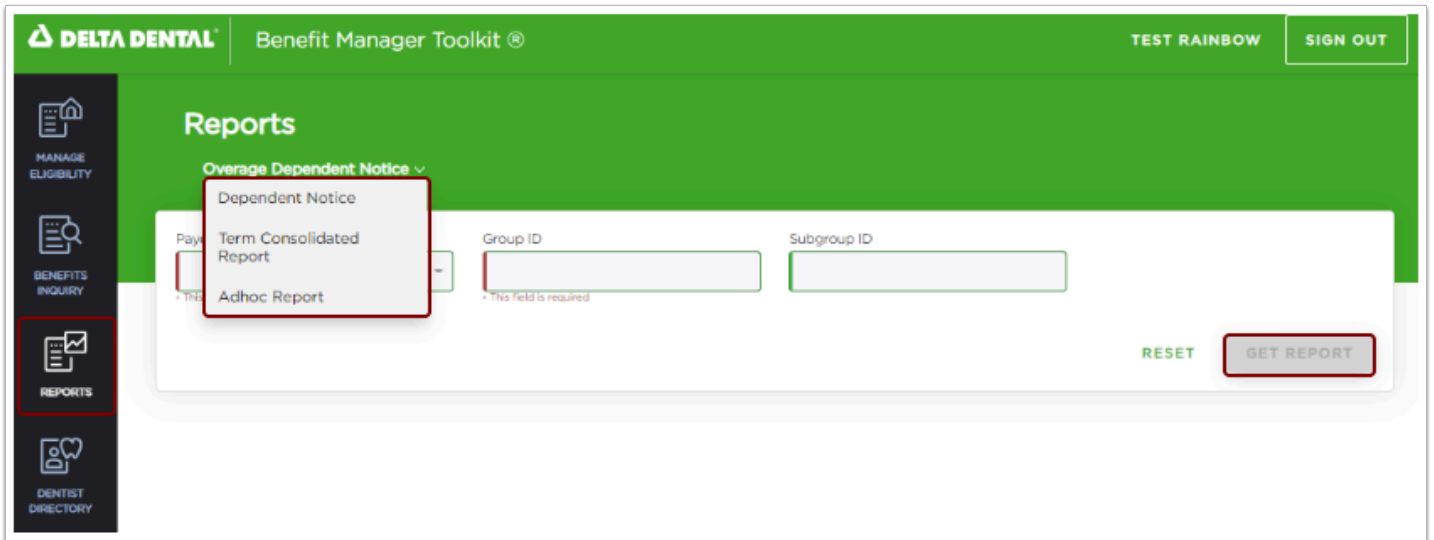
The screenshot shows the Delta Dental Benefit Manager Toolkit interface. The top navigation bar includes the Delta Dental logo, 'Benefit Manager Toolkit ®', 'TEST RAINBOW', and 'SIGN OUT'. The main content area is titled 'Manage Eligibility' and has a sub-tab 'Member'. A left sidebar contains several menu items: 'MANAGE ELIGIBILITY', 'BENEFITS INQUIRY', 'REPORTS' (highlighted with a red box), 'DENTIST DIRECTORY', 'SUMMARY OF CHANGES', and 'BILLING'. The main form area contains the following fields and controls:

- Member Number: (Red border, error: * This field is required)
- First Name: (Red border, error: * This field is required)
- Last Name: (Red border, error: * This field is required)
- Date of Birth: (Calendar icon)
- As of Date: (Calendar icon)
- Single Name
- RESET button
- SEARCH button

2. Click the Drop-Down Caret to Display Other Reports.

i Overage Dependent Adhoc Reports allow to see possible overage dependents for analysis and planning purposes.

Red sidebars will highlight all required fields for the selected report: Payer, Group ID, As of Date, Start of Age Range, and Up to, but not including age.



3. Click GET REPORT.

4. View the Downloaded PDF.